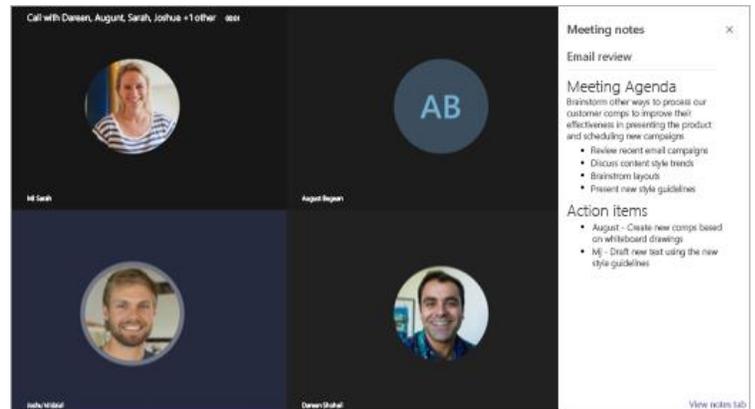
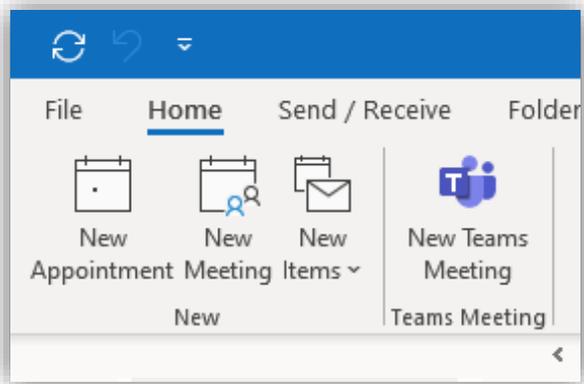


Learn about Teams Meetings

A **Teams meeting** can include up to 250 participants from inside and outside your organization. Teams meetings can be scheduled using Outlook, just select New Teams Meeting in the upper left hand corner of your Calendar view (see below).



Meetings in Teams include audio, video, and screen sharing. And because they're online, you'll always have a meeting space and don't need a room or projector. If you do have a projector or large screen, and multi-room teleconferencing is what you want, Teams has you covered. With capacity to present PowerPoints, review documents, share screens for easy walk-through demonstrations, and training on the go, Teams powers up our communication and collaboration abilities. With Office 365 Teams is with you wherever you have an internet connection.

Teams meetings are a great way to come together with your coworkers and colleagues both inside and outside of your organization. You don't need to be a member of an organization – or even have a Teams account – to join a Teams meeting. Guests and people without Teams accounts can join using free online tools that run automatically when joining a Teams meeting.

Teams meetings can be recorded so you can share your meeting archives or pre-record trainings that can be reused again and again. Participants in live online trainings or presentations using Teams can ask questions or comment using the Comments function, and desktop controls can be seamlessly handed back and forth to presenters in multiple locations.

Teams Meetings participants don't have to turn video on to participate, and people can control their own microphones and video cameras with one click. Microphones and speakers are required to participate fully, and only some users will have virtual conference call numbers for participants unable to join online.